Dean’s Council Summary
September 18, 2013, 2 p.m., Kinard 015

Guest: Leah Kendall, director of ACAD

1. Freshman readiness
The York School District contacted Beth Costner, and wants feedback on what we think are the greatest weaknesses that incoming students have. The chairs’ suggestions included greater independence and responsibility for one’s own learning; reading comprehension; writing and editing competency; effective study habits; effective use of the ubiquitous tech devices; and email etiquette.

2. Announcement
There has been some job and personnel shifting at the VP level, and Karen discussed the changes that are involved.

3. Preview day
This event has been reorganized again, and the academic showcase will get more attention. The chairs discussed the changes and how they would affect faculty; they also had some suggestions about the timing of the department/campus tour.

4. Orientation feedback
What materials do students and faculty members need in order to be able to efficiently register students at the events? Adria Belk provided examples of materials that are currently available, and the chairs made some suggestions.

5. Course caps
The college needs to set parameters for course caps. We should start with lower caps, so that the caps can be raised later to ensure that there are spaces for incoming students at orientation. The chairs will set the caps lower for spring registration, and then the dean’s office will increase the caps throughout the orientation sessions.

6. Changing advisors
In the past, the student services office hasn’t automatically grant requests to change advisors, but they do get a lot of requests. We need a way to formalize the process for students to request a change, with the chair’s approval, and it should include a place for the student to justify the change. The chairs discussed options for the logistics of this process, as well as legitimate/acceptable reasons for a student to change advisors.

7. Inauguration Programming
President Comstock’s inauguration is officially tentatively scheduled for March 28. Her office wants to have other events going on that week to showcase things that happen on campus. Model UN is already that week, but we should try to add more things if possible. Chairs were asked to brainstorm with faculty about things to do, especially ways to showcase achievements in the college overall.

Meeting adjourned at 3:50